

PUBLIC LIBRARY BUILDING PROJECT SEQUENCE AND TIME SCHEDULE

Planning

- Study the community, including broad demographic, economic, and other trends as they define library service needs
- Appoint a building committee from within board membership, or, if the board membership is small enough, the board can act as a committee of the whole
- Designate the building team that includes members of the staff
- Do a needs assessment based on the community study
- Consider the alternatives to meeting the needs: an addition to the present building, a new building in a new location, etc.
- Confer with entire staff to assess current and projected space needs
- Recommend general planning considerations
- Adopt criteria for evaluating expansion of present facility vs. new facility
- Plan and direct a campaign to let the community know about the need for new or expanded facility
- Make site visits to other libraries

Building Program

- Translate data into preliminary building program
- Recommend building size; site size and requirements; parking needs; etc.
- Prepare building project cost estimate
- Describe each assignable area: function or activities, staff and public accommodations, basic furnishings/fixtures/equipment, space relationships, special needs, etc.
- Provide detailed descriptions of assignable areas and special needs
- Adjust for possible influences of selected site
- Incorporate features and avoid problem areas suggested by site visits
- Finalize the written building program

Selections and Contracts

- Select and appoint a qualified architect and, if necessary, an interiors specialist.
- Review architect's project cost estimates
- Secure project financing
- Select and purchase the site
- Initiate architect's design process

Schematic Design and Review

- Approve architect's schematic and preliminary and design development drawings
- Approve final drawings and authorize the invitation for bids
- Approve general construction contract
- Approve furniture and equipment contracts

Construction

- New facility or new addition to present facility constructed
- Furniture and equipment delivered and installed
- New or expanded facility accepted by owner
- Staff and collection moves to new facility or moves into renovated facility

Occupancy

- Facility is dedicated and open house arranged
- Public is informed about the new services and programs now possible and available

Time Schedule

Activities	Duration
Building Program	10 --12 weeks
Architectural Selection	6 – 8 weeks
Architectural Contract	4 – 6 weeks
Schematic Design	4 – 6 weeks
Schematic Design Review	1 week
Development Design	8 – 12 weeks
Development Design Review	2 – 3 weeks
Contract Document	16 – 24 weeks
Contract Document Review	2 – 4 weeks
Bid Advertising	2 – 4 weeks
Bid Review	2 – 4 weeks
Contract	6 – 8 weeks
Construction	8 – 10 months
Occupancy	2 – 4 weeks

The total building project from program to occupancy can be expected to take an average of 25-30 months or 2.5 years.